



Virginia Workers' Compensation Commission
(VWC)

EDI Claims
Trading Partner Profile Registration Instructions

Revised Date: 7/12/2022

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Overview:

This VWC EDI Trading Partner Profile Registration requires each Trading Partner to create and submit a New Profile or an Updated Trading Partner Profile. This form will uniquely identify a trading partner as the sender of the data, how the data will be sent, the business & technical contacts, and the demographics for the Claim Administrators.

Upon **completion** of the EDI Trading Partner Profile online, an auto response email will be sent to the primary contact and to the VWC. This will serve as notification to all parties of the EDI Trading Partner information for EDI implementation. Please see the email example in the last section of this document, the VWC Trading Partner Profile Registration Email Example section.

Upon **approval** of the EDI Trading Partner Profile by the VWC, the EDI Support Team will contact the primary contact to indicate when the profile will become effective for EDI reporting.

The following provides information for accessing and completing a NEW or UPDATED VWC EDI Trading Partner Profile.

Accessing and Creating an Account for the Trading Partner Profile:

In order to access and complete a Trading Partner Profile, the Trading Partner will need to sign in to [Verisk's Trading Partner Registration system](#) (if previously registered).

If this is the **first time** accessing this Trading Partner Registration system, create an account by clicking on the 'Get Started' button. Once the 'Get Started' button is selected, enter your email address and choose a password for your new account.

After your account has been created, a message will be sent to the specified email address with an activation code to activate your account. Once the activation code is obtained, enter the code in the 'Activation Code' box and click 'Continue'.

Sign In

Username

Password

[Sign in](#) [Forgot Password?](#)

Create Account

New user? Create an account below to begin using the ISO Trading Partner Registration system.

[Get Started](#)

Once signed in, the Trading Partner will have the option to create a new profile if it's the first time or update a previously submitted profile. Any previously submitted Trading Partner would be available on the below screen:

Trading Partner Profiles
My Profiles
New Profile

Trading Partner Profiles

Welcome to the Trading Partner Registration system. Get started creating your first profile by clicking the button below.

[Create New Profile](#)

The Trading Partner Profile Registration system is made up of the following sections (shown on right) which will be explained in the How to complete a New VWC EDI Trading Partner Profile section below:

Profile Sections
EDI Sender/Receiver
Preparer Contact Info
Primary Contact Info
Secondary Contact Info
Insurers
Claim Administrators
Filing Method
Comments
Submit Profile

How to complete a New VWC EDI Trading Partner Profile:

To create a New Profile, click on the 'Create New Profile' button.

Required fields are indicated throughout the instructions in bold formatting. Upon clicking on the 'Continue' button or 'Next Page' button, any required fields that are not completed will be noted with a red box around the required field.

When filling out the profile, if you see a reference to a DN, e.g., Insurer Name (DN0007), this will indicate that the information requested is a Data Element (DN) that is part of the EDI Claims report and will be reported to VWC in EDI reports.

a. EDI Sender/Receiver:

This section provides identifying information about the Master Trading Partner (Sender) and the Jurisdiction (Receiver).

Note: Sender Master FEIN and Sender Postal Code should be the same as those that the partner will use as the Sender ID (DN0098) in the Header Record of all its EDI transmissions. Once the Company Name is populated and the Company Type is selected, click on 'Next Page'.

1. **Sender Master FEIN:** Enter the Federal Employer Identification Number (FEIN) of your business entity. Please enter 9 digits with no punctuation.
2. **Sender Postal Code:** Enter the Postal Code (Zip+4) of your business entity. Please enter 9 digits with no punctuation. Once the Sender Master FEIN and Sender Postal Code fields are populated click on 'Continue'.
3. **Company Name:** Enter the Company Name of the EDI Sender. The Company Name should be the entire name as listed on any licensing/registration applications filed with the VWC and not an acronym.
4. **Company Type:** Please indicate the Company Type of the EDI Sender if either Claim Administrator, Insurer or Self-Insured Employer.
5. **Group FEIN:** This will be automatically populated with the Sender Master FEIN entered in the previous screen. Group FEIN will be utilized to allow a sender/company that purchased another company to be able to update the Claim Admin FEIN, etc. on a given claim in the same group even though they will have a different Sender ID (FEIN/PC).
6. **Number of Jurisdictions:** Please indicate the number of EDI Claims Jurisdictions that your company currently reports to.

b. Preparer Contact Information:

This section provides identifying information about the person completing the EDI Trading Partner Profile.

1. **Preparer Name:** Enter the contact name of the person completing the EDI Trading Partner Profile.
2. **Preparer Job Title:** Enter the preparer's job title.
3. **Preparer Address, City, State, and Zip:** Enter the preparer's address.
4. **Preparer Phone and Fax:** Enter the preparer's phone and fax number.
5. **Preparer Email:** Enter the preparer's email address.

c. Primary/Secondary Contact for EDI Implementation/Setup:

This section is to identify individuals within your business entity who can be used as the main contacts for this trading partner profile. Two types of contacts should be identified: one for business practices and issues, and one for technical issues. Enter the information below for both a business and technical contact that is the main contact for your company. In the event there is any communication on the EDI reporting, claims, requirements, etc., these contacts will be notified. On the form, click the 'radio button' beside Business or Technical and complete the following information for each specific contact. The first contact entered will be the primary contact.

1. **Primary/Secondary Contact Type:** Business or Technical
2. Contact Name: **First, Middle, Last, Suffix**
3. Job Title: **Contact's Job Title**
4. Address Line 1, Address Line 2, City, State, Zip
5. **Phone, Fax, Email**
6. **Secondary Contact Type:** Business or Technical(this should be the opposite of primary contact; it is pre-selected based on what the primary contact selection)
7. Contact Name: **First, Middle, Last, Suffix**
8. Job Title: **Contact's Job Title**
9. Address Line 1, Address Line 2, City, State, Zip
10. **Phone, Fax, Email**

d. Insurer (s):

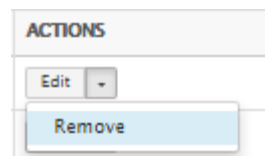
Please note, Virginia does not capture the Insurance Companies a Trading Partner may submit on behalf of. Insurance Carriers are tracked through NCCI and the Commission's Self-Insured Database. Therefore, simply skip to the next section of the Trading Partner Profile.

e. Claim Administrator(s):

This information will be used to identify and reconcile Trading Partner relationships. Provide the Claim Administrator's information that will correspond to that of the Claim Administrator recorded on the claim(s) that will be reported by the Sender (Trading Partner). If the claim administrator is the same entity as the Sender, enter the Sender claim contact information. It is understood that this list will have entries added or removed from time to time for which an updated report should be sent to the VWC as outlined within this document.



: This button is used to allow you to access the entry to add a new Claim Administrator on a NEW EDI Trading Partner Profile or to add Claim Administrators on an UPDATED EDI Trading Partner Profile.



: This button is used to allow you to remove the last Claim Administrator that was entered during the current EDI Trading Partner Profile submission.

1. To 'Add a Claim Administrator':

- Click on the 'Add Claim Admin' button
Enter the applicable Claim Administrator information. Required fields are highlighted in red below; **Claim Administrator FEIN (DN0187)**, **Claim Administrator Name (DN0188)**, Claim Administrator Information/Attention Line (DN0135), Office Contact Name, Office Contact Phone Number, Office Contact Email, **Claim Administrator Mailing Address (DN0010)**, Claim Administrator Mailing Secondary Address, **Claim Administrator Mailing City (DN0012)**, **Claim Administrator Mailing State Code (DN0013)**, **Claim Administrator Mailing Postal Code (DN0014)**, Claim Administrator Physical Address, Claim Administrator Physical Secondary Address, Claim Administrator Physical City, Claim Administrator Physical State Code, Claim Administrator Physical Postal Code (DN0200).

Claim Administrator

Claim Admin FEIN	<input type="text" value="DN0187"/> <small>Required field</small>
Claim Admin Company Name	<input type="text" value="DN0188"/> <small>Required field</small>
Information/ Attention Line	<input type="text" value="DN0135"/>
Claim Office Contact Name	<input type="text"/>
Claim Office Contact Phone	<input type="text"/>
Claim Office Contact Email	<input type="text"/>

Claim Admin Mailing Address

Primary Address	<input type="text" value="DN0010"/> <small>Required field</small>
Secondary Address	<input type="text" value="DN0011"/>
City	<input type="text" value="DN0012"/> <small>Required field</small>
State	<input type="text" value=""/> <small>Required field</small>
Postal Code	<input type="text" value="DN0014"/> <small>Required field</small>

Claim Admin Physical Address

Primary Address	<input type="text"/>
Secondary Address	<input type="text"/>
City	<input type="text"/>
State	<input type="text" value=""/> <small>Required field</small>
Postal Code	<input type="text" value="DN0200"/> <small>Must be 9 numeric digits, no dashes</small>

2. To continue 'Adding Claim Administrators':

- Click the 'Add Claim Admin' button otherwise proceed to complete the EDI Trading Partner Profile.
- By clicking 'Add Claim Admin' another Claim Admin entry screen will be presented (# 2 in this case). Complete the required information and repeat the process to add the Claim Administrators until completed, and then proceed to complete the EDI Trading Partner Profile.

Claim Administrators

FEIN	CLAIM ADMIN NAME	STATUS	ACTIONS
753159789	Claim Admin #1		Edit -
951234567	Claim Admin #2		Edit -

Add Claim Admin

Next Page

3. To remove a Claim Administrator entered:

- Click on the downward arrow alongside the 'Edit' button in the Action column of the Claim Administrator and select 'Remove'.

951234567	Claim Admin #2	Added	Edit - Remove
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- Once selected, confirm you wish to delete this entry just added by clicking on the 'Delete Claim Administrator' button: **Delete Claim Administrator** and then the entry that had not been submitted previously, (i.e., was just added when editing), is deleted. Finally click on Submit Profile button to ensure updates done are submitted for state review and approval.

f. Filing Method:

At least one filing method required.

1. **EDI Vendor:** Select EDI Vendor if you use an EDI Vendor to submit your EDI reporting, select the Sender's EDI Vendor Company Name from the dropdown list.
2. **Web Entry:** Select Web Entry if Sender submits less than 100 claims per year and has received approval by Virginia to report as a Small Volume Filer using the Web Entry method.
3. **Direct SFTP:** Select Direct SFTP if Sender will be exchanging EDI files directly with the VWC's vendor using SFTP.

g. Comments:

Virginia issues Report Cards on a quarterly basis to the Business Contact for each Trading Partners. If your company wishes to have additional contacts receive a copy of the Report Card,

please provide their email addresses below. If more than one contact, please separate with a semicolon (;). Clicking on 'Next Page' will direct you to the 'Submit Profile' section.

This section can also be used to provide any additional information that the VWC needs to know about your submission.

h. Submit the VWC EDI Trading Partner Profile:

Read and Enter the Effective Date of Profile before clicking on the "Submit Profile" button on the Submit Profile section to complete the registration. Upon the submission of the EDI Trading Partner Profile, an auto response email will be sent to the Trading Partner Profile contacts and to the jurisdiction. This will serve as notification to all parties of the EDI Trading Partner information for EDI submissions. An email confirmation will be generated per the example in the VWC Trading Partner Profile Registration Email Example section of this document. VWC will respond via email on confirmation and approval of the VWC EDI Trading Partner relationship.

Submit Profile

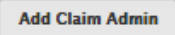
How to Update an Existing VWC EDI Trading Partner Profile:

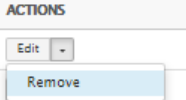

To update a previously submitted Trading Partner Profile from the Verisk system, select 'Update' in the actions column of the Trading Partner Profile to be updated:


JUR	TYPE	COMPANY FEIN	COMPANY NAME	STATUS	ACTIONS
ST	Claims	123456789	Trading Partner (Sender)	Submitted	Update


i. To Update Claim Administrators:

There are 3 options for updating Claim Administrators (Claim Administrators Section) within the EDI Trading Partner Profile Update:

- Click the 'Add Claim Admin' button:  to add a Claim Administrator to your EDI Trading Partner Profile (one that has never been added or was added and removed).


- Click on 'Remove':  (drop-down of the 'Edit' button) then click on 'Mark Inactive':  to set a Claim Administrator from your EDI Trading Partner Profile that has been submitted to the VWC previously as inactive.

- Click on the 'Edit' button:  to update the Claim Admin entry fields previously submitted to the VWC.

- Once all necessary updates are completed, submit the profile by selecting the 'Submit Profile' button:  in the Submit Profile Section.

j. To Update Additional Sections of the Trading Partner Profile:

To update any of the other sections (EDI Sender, Preparer Contact Info, Primary Contact Info, Secondary Contact Info, and Filing Method) select the corresponding section and update the fields that need to be updated. Then provide a comment of any additional changes made in the Comments section.

- Once all necessary updates are completed, submit the profile by selecting the 'Submit Profile' button:  in the Submit Profile Section.

k. To Change Sender ID:

There is an option available to update any portion of the Sender ID (Sender FEIN or Sender Postal Code) of a previously submitted Trading Partner Profile.

Click on 'Change Sender ID' (drop-down of the 'Update' button) and you will be redirected to the Sender ID section where you may edit either the Sender FEIN or Sender Postal Code.

JUR	TYPE	COMPANY FEIN	COMPANY NAME	STATUS	ACTIONS
ST	Claims	123456789	Trading Partner (Sender)	Submitted	Update <input type="button" value="Change Sender ID"/>

This will create a New Trading Partner Profile as it would be considered a New or different Sender.

Note: If all updates made to the existing Trading Partner Profile need to be canceled, in the Submit Profile section, select the 'Cancel Updates' button:



VWC Trading Partner Profile Registration Email Example

Upon **completion** of the EDI Trading Partner Profile online, an auto response email will be sent to the preparer, primary contact, secondary contact, filing method Contact (if listed), and the VWC EDI Support Teams (Verisk and VA) This will serve as notification to all parties of the EDI Trading Partner information. Below is an example of the VWC EDI Trading Partner Profile registration. The information that is completed on the profile will be included in the email.

-----Original Message-----

From: noreply_wccapture_register_PROD@iso.com

Sent: Tuesday, July 5, 2022 2:34 PM

To: editpinfo@workcomp.virginia.gov;

Cc: vwcedi@iso.com ; Preparer's Email; Primary Contact's Email here, Secondary Contact's Email here; Filing Method Contact here

Subject: EDI New Profile VA - Your Company's Name here

-----Original Message-----

-- Claims Electronic Data Interchange Profile --

Jurisdiction: VA

EDI Profile: New

-- EDI Sender/Receiver (Primary Insurer/TPA) --

Company Name: Sender Trading Partner Name

Company Type: Insurer

Master FEIN: 968596859

Postal Code: 123451231

Group FEIN: 968596859

-- Preparer Contact Information --

Preparer Name: Sandy Smith
Preparer Title: Associate Claims Handler
Preparer Addr 1: 123 Business Drive
Preparer Addr 2:
Preparer City: Jersey City
Preparer State: NJ
Preparer Zip: 07030
Preparer Phone: 123-456-9688
Preparer Fax: 123-334-96857
Preparer Email: prepareremail@company.com

-- Filing Information --

Filing Method: EDI Vendor
Vendor Company: EDI Vendor Name
Contact Name: Maria Perez
Contact Phone: 123-456-7890
Contact Email: example@vendor.com

-- Primary Contact for EDI Implementation/Setup --

Primary Contact Type: Business
Primary Contact Name: John Smith
Primary Contact Title: Business Systems Analyst
Primary Contact Addr 1: 123 Example Ave
Primary Contact Addr 2:
Primary Contact City: Jersey City
Primary Contact State: NJ
Primary Contact Zip: 07310
Primary Contact Phone: 123-456-7890
Primary Contact Fax: 123-456-7891
Primary Contact Email: example@company.com

-- Secondary Contact --

Secondary Contact Type: Technical
Secondary Contact Name:
Secondary Contact Title: Technical
Secondary Contact Addr 1: 123 Example Ave
Secondary Contact City: Jersey City
Secondary Contact State: NJ
Secondary Contact Zip: 07310
Secondary Contact Phone: 123-456-7895
Secondary Contact Fax: 123-456-7887
Secondary Contact Email: secondarycontact@company.com

-- Insurers --

-- Claim Administrators --

-- Claim Administrator (1) --

Action: Add
Claim Administrator Status: Active
Claim Admin FEIN (DN0187): 968596859

Claim Admin Name (DN0188): Legal Name of Claim Administrator Entity
Claim Admin Attention Line:
Claim Admin FEIN (DN0187): 363917295
Claim Admin Name (DN0188): Broadspire, a Crawford Company
Claim Admin Attention Line: Attn: Sr. Claims Administrator
Office Contact Name: John Bryant
Office Contact Phone: 123-456-2323
Office Contact Email: exampleclaimadmincontact@example.com
Mailing Primary Addr: P.O. Box 11111
Mailing Secondary Addr:
Mailing City: Jersey City
Mailing State Code: NJ
Mailing Postal Code: 0703101111
Physical Primary Address: 145 Washington Avenue, Suite 500
Physical Secondary Address:
Physical City: Jersey City
Physical State Code: NJ
Physical Postal Code: 0703102926

Number of jurisdictions currently reporting to: 3